



***COLLEGE OF UNDERGRADUATE STUDIES***

***DIVISION OF NURSING***

***BSN PROGRAM***

***STUDENT MANUAL***

***AUGUST 2011***

# **IMMACULATA UNIVERSITY DIVISION OF NURSING**

Welcome to Immaculata University and the BSN Nursing Program.

The information contained in this manual are the policies and the expectations of the Division of Nursing. The manual is a supplement to, not a replacement of, Immaculata University's catalog and the College of Undergraduate Studies (CUS) and the College of Lifelong Learning (CLL) Student Handbooks. Please familiarize yourself with the contents of all of these documents.

The nursing faculty and staff welcome you to Immaculata University. The faculty and I congratulate you on your decision to pursue a BSN degree and hope you find this a personally rewarding educational experience. Please be assured that we are available to help you; do not hesitate to contact us if the need arises.

Janice Cranmer, EdD, RN  
Coordinator BSN Program

Margaret D. Lacey, PhD, RN  
Chair Division of Nursing

## PURPOSE OF THIS HANDBOOK

The information contained in this handbook has been chosen to enhance your educational experience at Immaculata University. We want you to be knowledgeable of the Nursing Division's philosophy, mission, and the educational goals and outcomes of the program. Being an informed student will assist you to integrate the individual course content into your overall view of the nursing profession.

The faculty and staff take seriously the responsibility of providing you with a quality education that will prepare you to fulfill your responsibilities as a professional nurse. However, you are the one ultimately responsible for taking full advantage of your education. This handbook provides you with the information necessary for you to be successful in this educational endeavor.

This handbook is updated annually. Changes are made electronically and available on the Nursing Division's website each academic year. **The DON reserves the right to change policies pertinent to the nursing program and you are responsible to read this handbook and be aware of the current policies.**

If you have any questions or any suggestions that would make this document more helpful, please share them with your advisor.

Your advisor: \_\_\_\_\_

Office: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

## **ACKNOWLEDGEMENT**

I have received a copy of the Immaculata University Division of Nursing Student Handbook or reviewed the 2011-12 updates on the Nursing Division web site. I understand that this handbook is to be used in conjunction with the Immaculata University Student Handbook and that I am responsible for adhering to the contents of both handbooks.

I understand that changes in policies and procedures may be made periodically, and accept the responsibility of becoming familiar with them as well. Any questions that I may have regarding the policies and procedures will be referred to my advisor, Nursing Program faculty, and the Undergraduate Program Coordinator for clarification.

It is the policy and obligation of the university to keep in strict confidence all that pertains to any student and any student's affairs. Every person employed in the university shares this obligation. Therefore, information regarding the academic and private affairs of students is confidential and may be disclosed only by persons specifically authorized to do so and, in those cases, only to people who are authorized to receive such information.

I have received a copy of the Immaculata University Division of Nursing Student Handbook or reviewed the 2011-12 updates on the Nursing Division web site. I have read and understand its contents.

A hard copy of the Immaculata University Division of Nursing Student Handbook can be found in LH Suite #13, LH #10 and all faculty offices.

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

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## **ACCREDITATION AND APPROVAL**

The Division of Nursing of Immaculata University is fully accredited by the Commission on Collegiate Nursing Education and is approved by the Pennsylvania Division of Education and the State Board of Nurse Examiners of the Commonwealth of Pennsylvania.

Commission on Collegiate  
Nursing Education (CCNE)  
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Commonwealth of Pennsylvania  
State Board of Nursing  
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**Division of Nursing  
Undergraduate Student Handbook  
TABLE OF CONTENTS**

<b>Welcome</b>	<b>1</b>
<b>Purpose</b>	<b>2</b>
<b>Acknowledgement</b>	<b>3</b>
<b>DON Faculty &amp; Staff</b>	<b>4</b>
<b>Accreditation &amp; Approval</b>	<b>6</b>
<b>Table of Contents</b>	<b>7</b>
<b>Division of Nursing Mission Statement</b>	<b>9</b>
<b>Philosophy</b>	<b>10</b>
<b>Conceptual Framework</b>	<b>11</b>
<b>BSN Goals &amp; Graduate Learning Outcomes</b>	<b>12</b>
<b>Four Year Course Sequence Sheet</b>	<b>13</b>
<b>BSN Course Descriptions</b>	<b>15</b>
<b>Admission Requirements</b>	<b>18</b>
<b>Nursing Division Requirements</b>	<b>18</b>
<b>Progression and Attendance Requirements</b>	<b>20</b>
<b>Immaculata University Grade Scale</b>	<b>22</b>
<b>Clinical Policies</b>	<b>23</b>
<b>Student Supplies/Dress Code/Safety &amp; Infection Control Requirements</b>	<b>27</b>
<b>Dismissal/Graduation Criteria</b>	<b>28</b>
<b>Academic Policies</b>	<b>29</b>
<b>Advisor/Advisee Role and Function</b>	<b>30</b>

<b>Comprehensive Assessment &amp; NCLEX-RN Pre-testing Professional Licensing Procedure Student Representation on Division of Nursing Committees</b>	<b>31</b>
<b>Appendix A – Performance of Essential Function</b>	<b>33</b>
<b>Appendix B – Paper Grading Criteria</b>	<b>34</b>
<b>Appendix C - Presentation Grading Criteria</b>	<b>36</b>
<b>Appendix D – Impaired Behavior in Clinical Setting</b>	<b>37</b>

## **MISSION STATEMENT**

The Division of Nursing, in accordance with Immaculata's mission, strives to develop a truly educated person who is value oriented and committed to truth, justice, service, and peace. The Division of Nursing of Immaculata University seeks to stimulate the expansion of personal and professional consciousness from a holistic perspective within a Christ-centered academic environment.

The generic BSN program is designed to prepare a holistic generalist nurse to practice within complex healthcare systems. Building on the liberal arts and sciences, the program promotes the growth of knowledge, professional skill, and intellectual inquiry. The RN-to-BSN program facilitates the educational mobility of graduates of associate degree and diploma programs of nursing. Both programs prepare the student for graduate study and to meet the challenges of a dynamic health care system for a global community.

The MSN program builds on baccalaureate nursing education and prepares nurses for the roles of advanced practice, of educator and of manager/leader and for doctoral study. In a framework of the liberal arts it strives to provide opportunities to integrate knowledge through logical and critical thought, independent study, aesthetic and cultural awareness, and practical experience. The faculty of the Division of Nursing of Immaculata University guide students in the process of scientific inquiry and the development of research to expand nursing knowledge. The students are challenged to develop as leaders and innovators who impact the nursing profession and the global health care system.

## PHILOSOPHY

The nursing faculty believe that *education* is an intellectual journey that involves critical thinking, intellectual inquiry, problem solving, and application to professional practice. In accordance with the beliefs stated in the university's goals, the nursing faculty believe that "the highest service a university can render its students is to prepare them for life." The faculty believe that the BSN program should prepare a holistic generalist nurse to practice within complex healthcare systems; the RN-to-BSN program should build on the strengths of diploma and associate degree nursing programs and on the knowledge, experience, and skills students bring with them; the Master's in Nursing program should build on a BSN education.

As a Catholic liberal arts university, Immaculata is an ideal setting in which to educate professionals for a changing society. The preparation of students for service within a Christ-centered academic community is an institutional commitment. The faculty value the individual uniqueness of each student and strive to create an atmosphere that promotes the development of the whole person with consideration for the physical, intellectual, social, moral, aesthetic, and spiritual nature of humans.

The faculty believe that *nursing* is an art and a science that incorporates the physical, psychological, and social sciences, and the humanities into its practice. As an art, nursing is the use of self in assisting persons to promote, restore, and maintain health, and to die in comfort and with dignity. Nursing necessitates the development of a sense of equity, justice, freedom, dignity, group membership, community, and the encompassing environment.

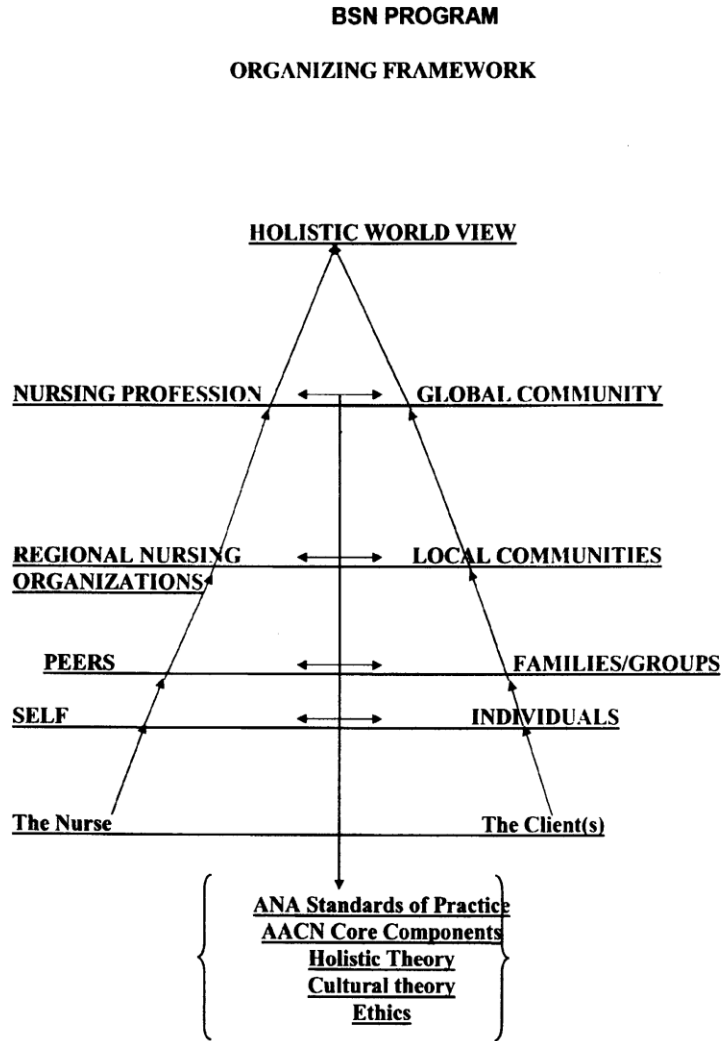
The faculty believe that the *discipline of nursing* has a scientific basis derived from research. Critical thinking is viewed as the basis of all nursing inquiry and therapeutic nursing actions. Nursing is also acknowledged as a legally sanctioned practice defined in the Pennsylvania Nurse Practice Act as the, "diagnosis and treatment of human responses to actual or potential health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive or restorative of life and well being..." (Professional Nursing Law, 1987).

*Health* is wholeness derived from the harmonious internal interaction of the body, mind, and spirit and the harmonious balance between person and environment. It is an individually perceived and dynamic state.

The faculty embrace a holistic Christian, worldview that views all *humans* as composed of mind, body, and spirit, and believe these components are intertwined and inseparable. The faculty also believe that humans are cultural beings who are unique, who have worth and dignity, and who interact continually in a changing environment.

The *environment* comprises internal and external systems of which the person is an integral part. The internal systems are the somatic, psychic, spiritual, and cultural nexi which form the individual personhood. External systems are comprised of the social, physical, political, and cultural milieus in which the person moves, has being, and through which humanity is expressed. It is believed that person and environment are inseparable. The faculty believe this perspective is essential for understanding the human condition.

# CONCEPTUAL FRAMEWORK



## **BSN PROGRAM GOALS**

1. Impart a holistic perspective for nursing practice.
2. Develop skills necessary for safe generalist nursing practice.
3. Promote professional accountability and responsibility and a commitment to the profession of nursing.
4. Provide an environment that reinforces a sense of ethics, justice and peace within professional and global communities.
5. Foster effective oral, written, electronic, and non-verbal communications skills.
6. Develop skills necessary for lifelong learning.

## **BSN GRADUATE LEARNING OUTCOMES**

The graduate:

1. Demonstrates a holistic perspective in all areas of professional practice
2. Respects the dignity of self and others in professional practice by seeking truth, acting justly, and fostering peace
3. Exhibits professional values based on ethical, legal, and moral standards for professional nursing practice
4. Acts as a change agent to promote the health and welfare of all people
5. Integrates evidence, clinical judgment, inter-professional perspectives, and patient preferences in planning, implementing, and evaluating outcomes of care
6. Recognizes the impact of cultural forces, particularly the social, economic, and political aspects, on the health of individuals, families, neighborhoods and the global community
7. Uses inter-and intra-professional communication and collaborative skills to deliver safe, evidence-based, patient-centered care
8. Demonstrates skills in using patient care technologies, information systems, and communication devices that support safe nursing practice
9. Applies teaching-learning principles in promoting health
10. Values the importance of lifelong learning

**IMMACULATA UNIVERSITY  
FOUR-YEAR COURSE SEQUENCE SHEET**

**Division: NURSING**

**Major: NURSING**

**BSN**

<i><b>Freshman Yr - First Semester 17 Credits</b></i>	<i><b>Freshman Yr – Second Semester 17 Credits</b></i>
<input type="checkbox"/> PSY 101 Intro to Psy (3)	<input type="checkbox"/> PSY 324: Lifespan Development (3)
<input type="checkbox"/> CHE 100: Survey of Chemistry (4)	<input type="checkbox"/> BIOL 104 Cell Biol and Genetics (3)
<input type="checkbox"/> ENG 106: Composition I (3)	<input type="checkbox"/> ENG 107: Composition II (3)
<input type="checkbox"/> THE elec (3)	<input type="checkbox"/> SOC 202: Principles of Sociology (3)
<input type="checkbox"/> PHI 101 Intro to Phil (3)	<input type="checkbox"/> THE 218: Christian Ethics (3)
<input type="checkbox"/> PHYS ED (0)	<input type="checkbox"/> EXS 101 (2)
<input type="checkbox"/> FYE (1)	
<i>Note: Math Competency must be met by the end of second semester of college – please see the Undergraduate Catalog - Liberal Arts Core, Course Requirements.</i>	
<i><b>Sophomore Year - First Semester 17 Credits</b></i>	<i><b>Sophomore Yr – Second Semester 17 Credits</b></i>
<input type="checkbox"/> ENG LIT/ FNU 208 (3)	<input type="checkbox"/> ENG LIT/ FNU 208 (3)
<input type="checkbox"/> BIOL 209: Anatomy & Physiology I (4)	<input type="checkbox"/> BIOL 210: Anatomy & Physiology II (4)
<input type="checkbox"/> BIOL 208: Micbio for Health Sci (4)	<input type="checkbox"/> NUR 201: Intro to Holistic Nursing (4)
<input type="checkbox"/> HIST 115: World Civ I (3)	<input type="checkbox"/> HIST 116: World Civ II (3)
<input type="checkbox"/> LANG/ SPAN 150: Span for Med Person (3)	<input type="checkbox"/> LANG/ SPAN 152: Int. Span Med Person (3)
<input type="checkbox"/> PHYS ED (0)	
<i><b>Junior Year – First Semester 15 Credits</b></i>	<i><b>Junior Year – Second Semester 17 Credits</b></i>
<input type="checkbox"/> NUR 304: Pharmacology (3)	<input type="checkbox"/> PHI 209: Logic and Knowledge (3)
<input type="checkbox"/> NUR 307: Holistic Health Assessment (4)	<input type="checkbox"/> NUR 336: Anthropology and Health (3) (meets cross cultural requirement)
<input type="checkbox"/> NUR 308: Holistic Nursing Care I (5)	<input type="checkbox"/> NUR 309: Holistic Nursing Care of Families (6)
<input type="checkbox"/> PSY 208: Statistics (3)	<input type="checkbox"/> NUR 311: Holistic Nursing Care II (5)
	<input type="checkbox"/> <b>CROSS CULTURAL REQUIREMENT</b>
<i><b>Senior Year – First Semester 15 Credits</b></i>	<i><b>Senior Year – Second Semester 13 Credits</b></i>
<input type="checkbox"/> NUR 404: Nursing Research (3)	<input type="checkbox"/> NUR 418: Holistic Health or <input type="checkbox"/> POL 352/NUR 352: Nursing and the Law or <input type="checkbox"/> NUR 300/400 level elective (3)
<input type="checkbox"/> NUR 405: Holistic Nursing Care III (6)	<input type="checkbox"/> NUR 433 :Transition into Professional Practice (4)
<input type="checkbox"/> NUR 410: Concepts in Nursing Leadership & Mgt (3)	<input type="checkbox"/> NUR 407: Holistic Nursing Practice of Communities (6)
<input type="checkbox"/> THE 408: Medical Ethics (3)	

**Total Credits required for program: 128\***

\*Includes 2 credits in physical education required only for full time students in the College of Undergraduate Studies.

UG Catalog 08-10

**IMMACULATA UNIVERSITY  
FOUR-YEAR COURSE SEQUENCE SHEET**

**Division: NURSING**

**Major: NURSING**

**BSN**

<b><i>Freshman Year - First Semester</i></b>	<b><i>Freshman Year – Second Semester</i></b>
<input type="checkbox"/> PSY 101 Intro to Psy (3)	<input type="checkbox"/> PSY 324: Lifespan Development (3)
<input type="checkbox"/> CHE 100: Survey of Chemistry (4)	<input type="checkbox"/> BIOL 104 Cell Biol and Genetics (3)
<input type="checkbox"/> ENG 106: Composition I (3)	<input type="checkbox"/> ENG 107: Composition II (3)
<input type="checkbox"/> THE elective (3)	<input type="checkbox"/> SOC 202: Principles of Sociology (3)
<input type="checkbox"/> PHI elective (3)	<input type="checkbox"/> Math 106 (3)
<input type="checkbox"/> PHYS ED (0)	<input type="checkbox"/> EXS 100 (2)
<input type="checkbox"/> FYE (1) <b>(17 cr)</b>	<b>(17 cr)</b>
<b><i>Sophomore Year - First Semester</i></b>	<b><i>Sophomore Yr – Second Semester</i></b>
<input type="checkbox"/> HUM elec (3)	<input type="checkbox"/> FNU 208 (3)
<input type="checkbox"/> BIOL 209: Anatomy & Physiology I (4)	<input type="checkbox"/> BIOL 210: Anatomy & Physiology II (4)
<input type="checkbox"/> BIOL 208: Microbio for Health Sci (4)	<input type="checkbox"/> NUR 201: Intro to Holistic Nursing (4)
<input type="checkbox"/> HIST (3)	<input type="checkbox"/> PHI 209: Logic and Knowledge (3)
<input type="checkbox"/> LANG/ SPAN 150: Span for Med Person (3) <b>or demonstrated competency</b>	<input type="checkbox"/> LANG/ SPAN 152: Int. Span Med Person (3) <b>or demonstrated competency</b>
<input type="checkbox"/> PHYS ED (0) <b>(17 cr)</b>	<b>(17 cr)</b>
<b><i>Junior Year – First Semester</i></b>	<b><i>Junior Year – Second Semester</i></b>
<input type="checkbox"/> NUR 304: Pharmacology (3)	<input type="checkbox"/> Open elec (3)
<input type="checkbox"/> NUR 307: Holistic Health Assessment (4)	<input type="checkbox"/> NUR 336: Anthropology and Health (3)
<input type="checkbox"/> NUR 308: Holistic Nursing Care I (5)	<input type="checkbox"/> NUR 309: Holistic Nursing Care of Families (6)
<input type="checkbox"/> PSY 208: Statistics (3) <b>(15 cr)</b>	<input type="checkbox"/> NUR 311: Holistic Nursing Care II (5) <b>(17 cr)</b>
<b><i>Senior Year – First Semester</i></b>	<b><i>Senior Year – Second Semester</i></b>
<input type="checkbox"/> NUR 404: Nursing Research (3)	<input type="checkbox"/> NUR 418: Holistic Health or <input type="checkbox"/> POL 352/NUR 352: Nursing and the Law or <input type="checkbox"/> NUR 300/400 level elective (3)
<input type="checkbox"/> NUR 405: Holistic Nursing Care III (6)	<input type="checkbox"/> NUR 433 :Transition into Professional Practice (4)
<input type="checkbox"/> NUR 410: Concepts in Nursing Leadership & Mgt (3)	<input type="checkbox"/> NUR 407: Holistic Nursing Practice of Communities (6)
<input type="checkbox"/> THE 408: Medical Ethics (3) <b>(15 cr)</b>	<b>(13 cr)</b>

**Total Credits required for program:**

**128\***

**UG Catalogue 10-12**

**IMMACULATA UNIVERSITY  
NURSING DIVISION**

**BSN Courses**

*Course Descriptions:*

**NUR 201 Introduction to Holistic Nursing Practice (4 Credit Hours)**

The roles of the baccalaureate generalist nurse within today's healthcare system are presented. The individual components of the generalist role as delineated in the AACN Essentials of Baccalaureate Education for Professional Nursing Practice are examined and explored. Emphasis on foundational nursing concepts and fundamental nursing skills necessary for practicing holistic nursing care are presented. One credit is experiential learning in the nursing simulation laboratory and in a long term care facility. (Pre-requisites: CHE 100; BIOL 104, BIOL 208 & 209. Co-requisite: BIOL 210. Special permission by the Nursing Division to take other science courses concurrently is required).

**NUR 304 Pharmacology (3 Credit Hours)**

An overview of pharmacotherapeutic principles and the basics of pharmacokinetics and pharmacodynamics are presented. Students develop the necessary knowledge base and skills for safety in medication administration. The effects of drugs on different age groups and the nurse's responsibilities in drug therapy are explored. Legal and ethical issues will be examined. (Prerequisites: All 100 & 200 level science courses; NUR 201. Corequisites NUR 307, & 308)

**NUR 307 Holistic Health Assessment and Promotion (4 Credit Hours)**

This course introduces the student to the concepts of holistic health assessment of clients across the lifespan. Students develop assessment skills for the collection of subjective and objective data. Concepts, models and theories of health promotion, disease and injury prevention will be introduced. One credit is experiential learning in the nursing simulation laboratory. (Prerequisites: All 100 & 200 level science courses; NUR 201. Co requisites NUR 304 & 308)

**NUR 308 Holistic Nursing Care I (5 Credit Hours)**

This course introduces the student to concepts and principles associated with alterations in holistic integrity in the adult. Students will care for adults with selected acute health problems. Two credit hours are experiential learning in a variety of healthcare settings. (Prerequisites: All 100 & 200 level science courses; NUR 201. Corequisites NUR 304, & 307)

**NUR 309 Holistic Nursing Care of Families (6 credit hours)**

This course will introduce students to the concepts and principles of nursing care of the child-bearing and childrearing family. Concepts of growth and development and family centered care will be emphasized. Four credit hours will be didactic with two credit hours of experiential learning in a variety of healthcare settings. (Pre-requisites: NUR 201, NUR 304, NUR 307, NUR 308, PSY 324; Corequisites NUR 311)

**NUR 311 Holistic Nursing Care II (5 Credit Hours)**

This course will emphasize concepts and principles of psychiatric/mental health nursing for clients across the lifespan. Two credit hours are experiential learning in a variety of healthcare settings. (Pre-requisites: NUR 201, NUR 304, NUR 307, NUR 308, PSY 324. Corequisites NUR 309)

**NUR 336 Anthropology and Health (3 Credit Hours)**

This course introduces anthropological theories, concepts, and methods used to examine health beliefs and practices of a variety of cultural groups in the United States and throughout the world. The course is designed to provide the practicing nurse with tools for effective delivery of health care to clients from different cultures. (Pre-requisite: NUR 201).

**NUR 404 Nursing Research (3 Credit Hours)**

The fundamentals of nursing research are introduced and developed through the critical reading of research studies and their application to nursing practice. Students develop skills in the identification, interpretation, and use of research findings, and their application to evidence based practice. (Prerequisites NUR 201, and all 300 level nursing courses, except nursing 300 electives). (Pre or co-requisite: PSY 208).

**NUR 405 Holistic Nursing Care III (6 Credit Hours)**

This course will expand the student's knowledge and skills to care for adult clients experiencing complex alterations in holistic integrity. Three credit hours are experiential learning in a variety of healthcare settings. (Pre-requisites: NUR 201 and all 300 level nursing courses, except nursing 300 electives).

**NUR 410 Concepts in Nursing Leadership and Management (3 Credit Hours)**

Theories and principles of leadership and management in health care environments will be examined and discussed. Health care policy, organizational mission and vision, strategic planning, legal/ethical issues, motivational and change theories are applied to health care systems. (Pre-requisites: NUR 201 and all 300 level nursing courses, except nursing 300 electives).

**NUR 407 Holistic Nursing Practice in Communities (6 Credit Hours)**

This course explores knowledge and concepts applicable to public health and aggregate care. An understanding of the impact of health and social systems on human well-being in local, national, and global communities is emphasized. Three credits are experiential learning in a variety of community settings. (Pre-requisites: NUR 201 and all 300 level nursing courses; NUR 418, 352 or a 300 level nursing elective may be taken concurrently).

**NUR 433 Transition into Holistic Nursing Practice (4 Credit Hours)**

The course will enable the student to synthesize knowledge and skills gained from prior courses in order to transition from the role of a student to the role of a professional nurse. Three credits are used for an independent clinical experience with a preceptor in a healthcare setting. (Pre-requisites: NUR 201 and all 300 level nursing courses; NUR 418, 352 or a 300 level nursing elective may be taken concurrently).

## **ELECTIVES:**

### **NUR 418 Holistic Health- (3credits)**

This course expands the student's knowledge and practice in holistic nursing. The student analyzes and applies evidence based research findings of integrative and alternative modalities to nursing care.

### **NUR 4XX The Role of the Nurse in a Global World - (3 credits)**

This course will investigate the dynamics of the socio-political and economic environment on local, national and global issues of equity, access, affordability and social justice in health care. Students will analyze and evaluate policy as it relates to quality and safety in nursing practice. Participation as a nursing professional in the political process will be discussed and explored

### **HCM311 Health Care Information Systems – (3 credits)**

This course provides the foundational knowledge needed to participate in the selection, implementation and use of clinical and administrative information systems. It familiarizes the student with new and emerging software applications in the health care field and how they can be used by health care managers.

### **POL 352/ NUR 352 Nursing and the Law - (3 credits)**

Overview of the current legal structure of the health care system, including informed consent, medical ethics, malpractice, elder and insurance law, nurses and litigation, and health care risk management.

## Nursing Admission Requirements

Immaculata University views each application based on a holistic approach taking into account all of the admission criteria. Application materials are based on your current status: prospective, transferring, current Immaculata student. Please submit the following:

### Prospective Students

1. Fulfill basic requirements for admission.
2. High school transcript with a GPA in the general range of 3.0 or higher with courses to include three years of mathematics including algebra and three in the sciences, two with a lab, one of which must be chemistry.
3. Acceptable SAT/ACT scores are required. If SAT/ACT scores are older than 5 years, **an entrance test will be required.**
4. Two letters of recommendation. Letters should be from teacher(s), coach(es), employer(s), counselor(s), etc.
5. Essay on why you would like to pursue a career in nursing.
6. Application to Immaculata University online at [www.immaculata.edu/admissions/apply](http://www.immaculata.edu/admissions/apply) OR through The Common Application at [www.commonapp.org](http://www.commonapp.org)

### Transfer Students

1. Transcript from previous college(s) documenting successful completion of at least 12 credits or one full term of study at an accredited institution.
2. College GPA generally in the area of 3.0 or higher on a 4.0 scale.
3. Completed the following courses on a high school or college level: three courses in mathematics including algebra and three courses in the sciences, two with a lab, one of which must be chemistry.
4. If fewer than 24 transfer credits:
  - Acceptable SAT/ACT scores are required.
  - If SAT/ACT scores are older than 5 years, **an entrance test will be required.**
  - High school transcript.
5. Minimum of a C+ in any required science course if applicable.
6. Two letters of recommendation. Letters should be from teacher(s), coach (es), employer(s), counselor(s), etc.
7. Essay on why you would like to pursue a career in nursing.
8. Application to Immaculata University online at [www.immaculata.edu/admission/apply](http://www.immaculata.edu/admission/apply) OR through The Common Application at [www.commonapp.org](http://www.commonapp.org)

### Current Immaculata students

1. Students must have successfully completed a minimum of 12 credits or one full term of study at Immaculata University.
2. Completed the following courses on a high school or college level: three courses in mathematics including algebra and three courses in the sciences, two with a lab, one of which must be chemistry.
3. Immaculata transcript with GPA in the general area of a 3.0 or higher on a 4.0 scale.
4. Minimum of C+ in all required science courses.
5. Two letters of recommendation. Letters should be from teacher(s), coach (es), employer(s), counselor(s), etc.

6. Essay on why you would like to pursue a career in nursing.
7. Complete the Immaculata University application:
  - Current CLL students should meet with the CLL advisor and complete the application for the College of Undergraduate Studies at [www.immaculata.edu/sdmissions/apply](http://www.immaculata.edu/sdmissions/apply)
  - Current CUS students interested in admission to the Division of Nursing, should complete application process in consultation with the Director of Academic Advisement.

**Please Note: Since admission to the Nursing Program is competitive, meeting the minimum admission requirements does not guarantee acceptance to the program.**

## **ADMISSION AND PROGRESSION REQUIREMENTS**

### **REQUIREMENTS FOR ALL APPLICANTS** (new, transfer, internal)

- Completed physical exam, immunization records, and diagnostic tests including Performance of Essential Functions (See **Appendix A**) (performed by physician, physician assistant or a licensed nurse practitioner) within six (6) months of university admission;:
  - Hepatitis B vaccine series (3 doses) completed or in progress or signed waiver.
  - All immunizations up to date and Immunization Record completed, with the last DT (diphtheria inoculation and Tetanus toxoid) within the last ten years.
  - Negative 2-step PPD test for TB (tuberculosis) within last 6 months.
  - Chest x-ray (normal results) for positive TB test.
  - Evidence of current health and liability insurance.
- Child Abuse Clearance
- \*PA State Police Criminal Background Check.
- FBI Background Check, if resident of PA less than 2 years.
- Mandatory drug screening
- \*Note: The Pennsylvania State Board of Nursing requires the Nursing Program to inform applicants that “the Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No.64), known as ‘The Controlled Substance, Drug, Device, and Cosmetic Act,’ or convicted of a felony relating to a controlled substance in a court of law in the United States or any other state, territory or country unless:
  - at least ten (10) years have elapsed from the date of conviction;
  - the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
  - the applicant otherwise satisfies the qualifications contained in or authorized by this act.”

“The term ‘convicted’ shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a

conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.” (The Professional Nursing Law, amended Dec. 20, 1985, P. L. 409, No. 109) The PA State Police Criminal Background Check also serves to enforce the Older Adult Protective Services Act-Amend, Act of 1997, P. L. 160, No. 13 of the Commonwealth of Pennsylvania.

**PLEASE NOTE: A conviction of any crime, misdemeanor, DUI as well as felonies will preclude the student from being placed at any Clinical Health Care agency with which IU has contracts;**

**THEREFORE IT IS NOT POSSIBLE FOR THESE INDIVIDUALS TO COMPLETE  
THE NURSING PROGRAM**

**Progression Requirements**

- In addition to meeting the general university requirements, all science courses listed in the previous semester(s) must be completed with a “C+” grade or higher. Students may repeat a course one time in order to earn the necessary C+ grade. **Courses must be repeated at IU.**
- Have a cumulative GPA of 2.33 or higher.
- Nursing courses must be completed in the order listed in the program sequence plan.
- Nursing program must be completed within five (5) calendar years of the start of the first nursing course.
- Pass the theory, lab and clinical components of each nursing course concurrently. A clinical grade of “Unsatisfactory” results in a clinical failure which is equivalent to a course grade of “F”.
- Pass all nursing courses with a grade of C+ or higher. **A grade below a “C+” in any nursing course will result in a failure.**
  - A student may repeat only one clinical nursing course at each level. Enrollment in the repeated course is contingent upon space available in that course when offered again.
  - *Students who receive below a C+ in two clinical nursing courses at one level will be dismissed from the nursing program*
  - **Students who fail one clinical and one nonclinical course in a semester will be placed on academic review.**
  - **When a student has been placed on academic review, an academic progression plan will be initiated by the Director of the BSN program.**
- Maintain satisfactory personal performance that is consistent with professional responsibility and accountability. Clinical performance and behavior must be in compliance with the ANA Nursing Scope and Standards of Practice, and the Ethical Code.
- Meet Attendance Requirements:
- Students are required to attend all scheduled learning activities (class, lab and clinical) since they are essential to meet the course and program objectives. Excessive classroom absence may jeopardize the student’s ability to master the course objectives. Time

missed in the lab should not exceed 2 days per course. **Please see clinical absence policy under clinical policies on page 24.**

- Maintain current CPR certification.
- Have an annual PPD test.
- Maintenance of current immunizations and health insurance.
- Yearly child abuse clearance and PA State Police Criminal Background Check and drug screening

**Note:** The nursing program policies may be revised in order to meet the guidelines or requirements of the program's regulatory bodies.

## IMMACULATA UNIVERSITY GRADE SCALE

All grades awarded for undergraduate courses taught at Immaculata University employ the grading scale published in the Immaculata University Undergraduate Catalog. The information below is taken from the current catalog; it includes letter grades, grade descriptions, and the grade point equivalents (per credit hour) designated by each letter grade.

Grades Awarded		Grade Description	Grade Points (per credit hour)
A	Outstanding	Grade given for work of highest achievement; evidence of consistent ability and originality	4.00
A-	Above Average	Mastery of subject matter considerably above the acceptable standard	3.67
B+			3.33
B			3.00
B-	Average	Standard performance	2.67
C+			2.33
C			2.00
C-	Below Average	Passing, below standard performance	1.67
D+			1.33
D			1.00
F	Failure	No credit given	0.00

### Numerical Equivalency

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-67
D-	60-64
F	Below 60

**\* Incomplete (I) grades may be granted according to the University policy (see University Catalog, p. 31).**

## **Clinical Grading**

All clinical courses are graded on a Pass/Fail basis. A grade of Pass is achieved when the student consistently meets or exceeds clinical expectations and has met clinical course objectives satisfactorily.

## **Clinical Policies**

**These policies apply to all clinical experiences. In each individual nursing course, with a clinical component, the course syllabus will contain specific policies for that course's clinical experiences**

### **Overview**

Clinical experiences are designed to provide the student with opportunities to apply theory and to refine skills learned in the classroom laboratory. A nursing faculty member will provide direct, on-site supervision for all clinical experiences except for Transition into Holistic Nursing in senior year (NUR 433) in which students work directly with a clinical preceptor selected by the nursing faculty member responsible for the course.

### **Pre-clinical Requirements**

Students must complete specified requirements prior to entering the clinical course. The following requirements must be documented to be eligible to participate in clinical experiences.

- Entrance Health Exam
- Annual Health Exam
- Health Insurance (copy of insurance card or policy)\*
- CPR -American Heart Association Health Care Provider Certification
- PA Child Abuse History Clearance
- Criminal Record Check
- Fingerprinting (Act 171)
- Mandatory Urine Drug Screening
- "Others" as required by specific clinical agencies

\* **Commuter Students** are required to provide proof of current health insurance. Failing to provide proof of health insurance will result in a failure to meet pre-clinical requirements.

### **Adherence to Confidentiality Standards**

All agencies require that students commit to the maintenance of confidentiality:  
The Nursing code of conduct states "All nurses shall safeguard the patient's dignity, the right to privacy and the confidentiality of patient information" (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18). Students are required to maintain confidentiality and shall not divulge any patient related information including patient identity, medical diagnosis or treatment. In addition, the U.S. Department of Health and Human Services issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule establishes a set of national standards for the protection of certain health information. Students are required to practice national guidelines and participate in HIPAA trainings as required by clinical agencies. Students who knowingly violate confidentiality

standards will fail to meet the requirements of clinical coursework. In addition, facilities reserve the right to terminate a student's clinical experience if the student violates the agencies HIPPA policies or fails to abide by the institutions requirements

### **Transportation to Clinical Site**

The undergraduate nursing major has clinical experiences at a variety of settings, thus requiring travel to clinical sites. The Division of Nursing at Immaculata University requires that all students assume responsibility for providing their own transportation to and from the clinical site, Therefore the use of a car and/or car pooling is a necessity. Parking at clinical facilities is at the student's expense. Location of student parking at clinical facility is at the direction of the course faculty.

### **Clinical Absence Policy**

All clinical experiences are required; any student missing a clinical experience must attend a "make-up" day. All clinical courses will have one make-up day scheduled within the course time. Any student who misses more than one day will be required to schedule additional make-up time through the course coordinator and the Undergraduate Coordinator. There will be a fee charged based on the amount of clinical time that is being made up. Any student who misses more than 20% of clinical hours in any one course will be reviewed on an individual basis by the course coordinator, the Undergraduate Coordinator and the Division chair.

### **Clinical Evaluation**

Clinical learning experiences are an integral component of nursing courses. The students' performance in the clinical setting is graded on a pass/fail basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and clinical evaluation tool.

### **Clinical Skill Remediation**

Students who require remediation of nursing skills will be referred to the clinical simulation lab. Students will be required to demonstrate safe clinical skills prior to performance in the clinical setting.

### **Unsafe Clinical Performance**

A student who is found to endanger the health/welfare of a client will be considered to be a safety risk. A clinical incident form will be completed by the clinical instructor.

Examples of unsafe acts include, but are not limited to:

- Error in the application of the "Five Rights" of medication administration.
- Administration of a medication without having knowledge of the drug.
- Inaccurate recording or failure to record, errors in medication administration.
- Error in administration of intravenous fluids.
- Failure to report changes in patient's condition.
- Failure to seek supervision when necessary.
- Failure to report and document nursing care.
- Compromising patient care by inadequate preparation for clinical experience.
- Breach of confidentiality.
- Neglecting personal safety.

- Creating or causing personal safety hazards.

Upon the discovery of an unsafe act by a student, the clinical instructor will:

- (1) Inform the student immediately of the unsafe act.
- (2) Provide the student with written documentation within 48 hours concerning the unsafe act.
- (3) Review the incident and counsel the student, recommending remediation as needed.
- (4) Place copy of incident report in student's academic file.
- (5) Follow the policy for reporting an incident as required by the clinical agency
- (6) compromising patient safety by failing to investigate appropriate agency policy and procedures in the delivery of specific patient care.

### **Critical Incidents**

**The following are considered to be serious breaches in professional behavior and may constitute cause for immediate dismissal from the clinical setting. Any student removed from the clinical setting for a critical incident may potentially fail the clinical component of the course; there may also be the potential for dismissal from the nursing program:**

1. Coming to clinical under the influence of alcohol or illegal drugs (**See Appendix D Impaired Behavior in the Clinical Setting**).
2. Emotional or physical jeopardy--Any action by the student toward a patient, family/significant other of patient, or staff members, faculty or peers, such as, but not limited to the following: threat to emotional and/or physical well-being; willfully harassing; engaging in physical, verbal or emotional abuse or use of intimidation.

### **Environmental Issues in the Clinical Setting**

#### **Guidelines for Communicable disease:**

All students will be instructed regarding the modes and risks of acquiring or transmitting communicable diseases in the clinical setting. All students will follow standard precautions and second tier isolation practices as defined by the Centers for Disease Control and Prevention (CDC) (<http://www.cdc.gov/hicpac/pubs.html>) and the agency policies and procedures to minimize exposure. Strict adherence to hand washing and all standard precautions are mandatory. Clinical agencies utilized by Immaculata University will have written infection control plans designed to minimize exposure to infectious disease.

#### **Accidental Exposure in the Clinical Setting:**

All clinical agencies utilized by the Division of Nursing at Immaculata University will have written post exposure plans and follow-up of the exposed faculty member or student in accordance with CDC recommendations (<http://www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm>) and Pennsylvania State law.

In the event of an exposure which is defined by the CDC as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact of mucous membrane or non-intact skin (e.g., when the exposed skin is chapped, abraded, or afflicted with dermatitis), or contact with intact skin when the duration of contact is prolonged (i.e., several minutes or more) or involves an extensive area, with blood, tissue, or other body fluids

(<http://www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm>). Body fluids include semen, vaginal secretions, or other body fluids contaminated with visible blood and cerebrospinal or synovial fluids.

**\*Please note that the student is responsible for all costs related to emergency or follow up care associated with any injury sustained in the clinical setting.**

### **Latex Allergy**

Any student with a known latex allergy must inform his/her advisor and note this information on all student health forms. Students are responsible for notifying each lab/clinical faculty member of their allergy so that accommodations can be made at the onset of each lab/clinical experience. When appropriate, non latex gloves will be provided. Students are responsible for knowing which article/equipment in the work environment may contain latex.

## **Special Issues**

### **Pregnancy**

For the safety and well being of the pregnant student, female students should be aware of potential risk factors in experiential learning including but not limited to: strenuous activity, toxic substances including radiation, and communicable diseases. Therefore a pregnant student is encouraged to notify his/her advisor, as well as the clinical/lab instructor of pregnancy prior to the initiation of all experiential learning activities. Precautions include: X-ray precautions where as the student may not enter any area where radiation therapy is being administered (i.e. helping to position a patient during an X-ray), potential exposure to infectious diseases are a concerns for a pregnant individual, including the avoidance of CMV, HBV (if not immunized) Human parvovirus B19, Rubella (German Measles), Toxoplasmosis and Varicella-zoster virus ([CDC <http://www.cdc.gov/niosh/docs/99-104>](http://www.cdc.gov/niosh/docs/99-104)) and avoiding all contact with chemotherapeutic agents during pregnancy. Neither Immaculata University nor its affiliation agencies assume responsibility for any harm that might occur to the unborn child or pregnant student. For further information refer to CDC (<http://www.cdc.gov/niosh/topics/women/reproductive-health.html>).

## **University Cancellation of Classes**

If Immaculata University classes are cancelled due to weather conditions, the announcement will be made on KYW (am radio 1060) and Philadelphia news stations. Unless such an announcement is broadcast, classes will be held at the regularly scheduled time. Snow code numbers for KYW are:

- 871 (Undergraduate Day)
- 868 (Graduate)
- 2871 (Undergraduate Evening)

Weather related closings are noted on the campus switchboard 610-647-4400. Dial #6 for weather related information. The information is also posted on the Immaculata University web site and MyIU. The University may use a delayed opening schedule. The schedule is posted throughout the campus buildings and on the Immaculata University web page at [www.immaculata.edu](http://www.immaculata.edu).

For another source of information, individuals may go to MyIU for details about “e2Campus” which enables Immaculata to send important campus information to students, faculty, and staff via Mobile Phone (via SMS), Web Page, RSS, PDA, Email, Text Pager, Google, AOL or My Yahoo Page.

### **Clinical Cancellation or Late Opening**

If Immaculata University cancels on campus classes **all off site clinical experiences are also cancelled.** If the university has not cancelled on campus classes, but hazardous travel conditions exist for specific clinical sites, the Course Coordinator will evaluate the weather/travel situation related to their specific clinical/faculty locations and may make a decision to cancel clinical at specific sites. Clinical faculty will communicate late opening schedules or closures to each clinical group as needed.

### **Student Supplies**

A list of supplies appropriate for each clinical experience will be provided by the course faculty at the beginning of the semester. It is the students’ responsibility to purchase these supplies.

### **Uniform Guidelines**

Information for uniforms (vendor, styles and pricing) are provided at orientation and on Immaculata University’s website.

### **Clinical Attire**

The Immaculata University Nursing Uniform is required to be worn during clinical. White leather shoes or sneakers are acceptable footwear for clinical. **No clogs, sandals, open toe/heel or porous shoes are permitted.**

Clinical experiences may not require clinical uniform (i.e. Psychiatric/mental health unit and community.) During these times students are expected to dress professionally along with wearing their IU name tag. Suggestions for professional attire include slacks, knee-length skirts, blouses, sweaters, and knit tops.

#### ***Professional Attire does not include:***

- Jeans (any color)
- Sweat pants of lightweight knit outfits
- Low rise pants
- T-Shirts/ half shirts
- Message/Logo clothing (decals, printing words, pictures)
- Sandals, clogs, open toe/heel shoes

- Shorts
- Scrubs
- Revealing attire

The official Division lab coat is required to be worn at all times unless agency policy dictates otherwise.

Immaculata University Name Tag/Pin must be worn and visible at all times.

### **Safety and Infection Control Requirements**

- Hair should be neatly groomed and secured in patient care areas as not to disrupt patient care. If devices are needed to secure the hair off the face, they must be as unobtrusive as possible: bows and bandanas cannot be worn. Exaggerated hairstyles are not permitted: (e.g. Mohawk, hair coloring or decorating) these are not consistent with professional attire. Religious attire must be modified to be consistent with patient safety.
- Large amounts of jewelry may not be worn:
  - **Earrings:** only one pair of small post earrings: **no** large, long or dangling earrings with the possibility of being pulled, torn out or caught are permitted
  - **No** facial piercings
  - **No** visible necklaces are permitted
  - **Only plain ring bands are acceptable-** No ring stones which can breed infection are permitted
- Nails must be kept short, trimmed and clean. Only clear lightly colored nail polish is permitted- **No artificial or acrylic nails allowed**

***In nursing, professional appearance and patient perception are important. Tattoos and jewelry associated with body piercings other than a small earring in each earlobe may not be visible when in uniform.***

### **Grade Appeals Procedure**

**Refer to the University policy (see University Catalog, p. 35).**

### **Dismissal**

The undergraduate nursing faculty has the right to recommend the dismissal of any student for academic, attendance, personal integrity, health (physical and/or emotional), or behavioral causes that conflict with the nursing program's responsibility to protect members of the public from unsafe or unprofessional nursing practice. The standards of the American Nurses Association (ANA) Code for Nurses (2001) (see Code on page follows this page so whatever number it ends up to be please insert) will be used to judge personal integrity and conduct. Students may be dismissed from the program if their GPA falls below 2.33.

## GRADUATION CRITERIA

### Graduation Criteria

Graduation guidelines are as follows:

- Successfully completed all required didactic, laboratory, and clinical courses
- Minimum cumulative grade point average (GPA) of 2.33
- Completed at least 128 credits
- Satisfied all financial obligations to the school.

## ACADEMIC POLICIES

### Academic Integrity

The nursing faculty support the university's policies on academic integrity, plagiarism and cheating (University Catalog, p. 31-32).

(The following is quoted from the *Immaculata University College of Undergraduate Catalog*)

**The University considers plagiarism by a student a serious violation of professional ethics and standards. Plagiarism is defined as the presentation as new and original an idea or product derived from an existing source. Cheating is defined as the deliberate violation of the rules of academic honesty. Such violations may result in the imposition of a serious academic penalty such as, but not limited to, suspension, transcribed F, non-continuation, or exclusion.**

**Whenever an alleged infraction of academic integrity occurs, the student and the teacher are to discuss the matter and attempt to resolve the difficulty while maintaining the standards of Immaculata University. If student and faculty member are not able to reach a satisfactory solution, the matter is brought to the chair of the division or department. If the problem needs further discussion, it should be brought to the attention of the dean of the appropriate college. If the student does not accept the decision of the dean of the college, the student may request to implement the University Grievance Policy as outlined in the Student Handbook.**

The faculty and students of the Division of Nursing believe that the nine statements of ethical behavior in the American Nurses' Association Code for Nurses imply the highest standards of honesty and integrity, and apply equally to nursing students and practicing nurses. All aspects of Division of Nursing life and culture are designed to further the achievement of these standards.

## **American Nurses' Association Code of Ethics for Nurses (2001)**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nurse practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: American Nurses Publishing, 2001.

## **Advisor/Advisee Role and Functions**

The Division of Nursing of Immaculata University believes that the role of the advisor is a critical one. Students are assigned an advisor at the time of their admission to the nursing major. Every attempt is made to maintain continuity by keeping the same advisor throughout your program. In order to maximize benefits of the advisor/advisee role, it is **recommended that students communicate with their advisor on a regular basis**. A student may request reassignment to a different advisor by contacting the Coordinator of the traditional BSN Program. Students are responsible for knowing where their advisor's office is and introducing themselves.

All matriculated full-time and part-time nursing students are required to meet with their advisor each semester prior to registering for courses. Upon selection of courses, the student advisor will

provide the pin # for registration on-line. Pin numbers change semester to semester. A different pin # will be assigned to each student. Subsequent course schedule changes will also require approval.

***The faculty advisor will:***

1. Assist the student in developing his/her course load for registration.
2. Meet with the student, as needed, particularly at mid-semester, concerning the advisee's academic status, discuss and assist with academic or related problems, making appropriate referrals for additional guidance and/or counseling.

***The student advisee should:***

1. Identify and contact his/her advisor during the orientation period or early in the first semester on campus. Each faculty member has voice mail, posted office hours, and a mailbox in the Division Office.
2. Discuss and confirm course selection for registration process with the advisor.
3. Contact his/her advisor periodically during the semester relative to academic progress. Students are responsible for notifying advisors as soon as academic difficulties arise. Do not wait until the end of the semester because it may be too late to offer adequate assistance.
4. Discuss any problem that may potentially interfere with your academic progress. If your advisor is unable to assist you directly, she will refer you to an appropriate resource.

**Students with Disabilities**

**Please refer to the Immaculata University Undergraduate Catalog p. 33**

**Comprehensive Assessment and NCLEX-RN Pre-Testing**

All nursing students are required to participate in the designated assessment and review program.

The program involves assessment of critical thinking, assessment of nursing knowledge after selected nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior year prior to graduation.

In preparation for the NCLEX-RN, assessment testing will be required by all students in the spring semester of senior year. In addition, all seniors will participate in a **mandatory review** course. A Pre-RN review course will be offered during the spring semester, Senior year and is highly recommended for NCLEX success.

It is strongly recommended that the NCLEX-RN Licensing Examination be completed within six months of graduation. Outcome data show that graduates who take the exam within three to six months after graduation tend to have higher pass rates than those who choose to delay taking the exam.

**Note: Students should be aware that a felony conviction may cause a state to deny licensure.**

### **Professional Licensing Procedure**

Upon fulfilling all academic requirements, the graduate is eligible to file an application to the Pennsylvania State Board of Nursing (or to any other state in which the graduate expects to practice) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN). To apply for nurse licensure by examination in Pennsylvania submit the Pennsylvania Exam/TPP Application to the Board and register to take the licensure exam with PearsonVue. You may register with PearsonVue online at [www.vue.com/nclex](http://www.vue.com/nclex) or call (866) 496-2539.

### **Student Representation on Division of Nursing Committees**

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of a Division of Nursing Committees. Student representatives are needed on the following committees: Curriculum, Outcomes and Evaluation, and Student/Faculty Affairs.

## **Student Organizations**

### **I2U Nursing Society-**

Check web site postings for announcements pertaining to this organization and its meeting schedules.

### **Nursing Honor Society**

#### ***Sigma Theta Tau***

The International Honor Society of Nursing was founded in 1922 which provides leadership and scholarship in practice, education and research to enhance the health of all people. The Delta Tau Chapter– At –Large of Immaculata University was chartered in November, 2005. The honor society supports the learning and professional development of our members, who strive to improve nursing care worldwide. To be eligible for membership undergraduate candidates are required to have completed at least one-half of the nursing curriculum, have at least a 3.0 GPA on a 4.0 scale, rank in the upper 35% of the graduating class and meet the expectation of academic integrity.

**APPENDIX A**  
**Performance of Essential Functions**  
**Essential Skills**

**Core performance standards for admission and progression:**

<b>Issue</b>	<b>Standard</b>	<b>Examples of necessary activities (not all-inclusive)</b>
Critical thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, work spaces and treatment areas; administer cardiopulmonary procedures
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear monitor alarm, emergency signals, auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter)

Adapted from the Southern Council on Collegiate Education for Nursing (SCCEN) (2004) *The American with Disabilities Act: Implications for nursing education.*

## **APPENDIX B**

### **Division of Nursing**

#### ***PAPER GRADING CRITERIA***

The following guidelines were developed to help the learner understand the qualities of scholarly written communication. Written assignments often overlap in aspects of the following categories: superior, above average, average, and below average. However, the assigned grade will reflect the overall judgment of the faculty according to the following descriptions.

#### **SUPERIOR**

**A\***

The paper is clear, engaging, original and focused; ideas and content are richly developed with breadth and depth. Organization and form enhance the central idea and theme; ideas are presented coherently. The writing is compelling and conveys the meaning through effective sentence structure and precise word choices. The writer successfully moves the paper through academic constructs and documentation to critical analysis. The paper demonstrates a clear balance of the course components. The paper demonstrates precise APA format.

#### **ABOVE AVERAGE**

**B\*\***

The paper is clear, focused, and well supported; ideas are adequately developed through details, examples, with adequate breadth and depth. Well organized and focused, ideas are presented coherently. The writing contributes to the writer's meaning through appropriate and varied sentence structure and word choices. Surface features do not interfere with understanding or distract from meaning. The writer has clearly brought the reader through properly cited academic constructs and documentation, but has not fully developed the area of critical analysis. The paper demonstrates accurate APA format.

#### **AVERAGE**

**C\*\***

The paper has some focus and support; ideas and content may be developed with limited details and examples with breadth and depth. The writing may be somewhat disorganized or too obviously structured. Basic sentence structure and limited vocabulary convey a simple message. Surface feature errors may reduce understanding and interfere with meaning. The content areas of academic constructs are limited, and large generalizations are made. Critical analysis is minimal. The paper demonstrates accurate APA format.

#### **BELOW AVERAGE**

**D**

The paper has little focus or development-with few details or examples. The content is narrow and superficial with minimal support of ideas and content. There is minimal support for ideas and/or content. There is little organization or direction in the paper. The awkward sentence structure and inadequate vocabulary interfere with understanding. Limited control of these features makes the paper difficult to read. Demonstrated critical analysis is absent, and often long portions of the paper are given to ramblings on life experience without academic content or over quotations from references. The paper demonstrates incorrect APA format.

\*A, B, and C also carry the option of a **minus** grade. A minus grade indicates that in the professional judgment of the faculty, the writer met most of the criteria for the letter grade indicated; however one or two areas missed meeting the criteria for that letter grade.

\*\*B and C also carry also carry the option of a **plus** grade. A plus grade indicates that in the professional judgment of the faculty, the writer met most of the criteria for the letter grade indicated; however, one or two areas exceeded the criteria for that letter grade.

## **APPENDIX C**

### **Division of Nursing**

#### ***PRESENTING GRADING CRITERIA***

The following guidelines were developed to help the learner understand the qualities of professional presentations. Presentations often overlap in aspects of the following categories: superior, above average, average, and below average. However, the assigned grade will reflect the overall judgment of the faculty according to the following descriptions.

#### **SUPERIOR**

***A\*Content***

Ideas and content are richly developed with depth and breadth.  
Content is well organized and enhances the central idea and theme.

#### ***Presentation***

The presentation is clear, engaging, original, focused, and well supported.  
Ideas are discussed critically and presented logically.  
The presentation is compelling and provides a comprehensive view of the issue.  
Presenter(s) maximize use of time.  
Presenter(s) is/are able to stimulate and engage the audience in discussion and handle questions well.  
Supporting materials are excellent.

#### **ABOVE AVERAGE**

***B\*\*Content***

Ideas and content are well developed with some depth and breadth.  
Content is organized and enhances the central idea and theme.

#### ***Presentation***

The presentation is clear, focused, and supported.  
Ideas are discussed and presented logically.  
The presentation is convincing and provides a thorough view of the issue.  
Presenter(s) manage time effectively.  
Presenter(s) is/are able to engage audience in discussion and handle questions.  
Supporting materials are good.

#### **AVERAGE**

***C\*\****

Ideas and content have limited depth and breadth.  
Content is somewhat organized and enhances the central idea and theme.

#### ***Presentation***

The presentation is clear but lacks originality.  
Ideas are presented logically without discussion.  
The presentation is interesting and provides an adequate view of the issue.  
Presenter(s) stay within the allotted time but use time ineffectively.  
Presenter(s) is/are able to engage audience in discussion but have some difficulty handling questions.

Supporting materials are adequate.

**BELOW AVERAGE**

**D**

Ideas and content are superficial and narrow.

Content is disorganized and has no central idea or theme.

***Presentation***

The presentation is unclear, unoriginal, and has little focus.

Ideas are presented illogically.

The presentation is limited in scope and provides a cursory view of the issue.

Presenter(s) manage time poorly.

Presenter(s) is/are not able to engage audience in discussion and handle questions.

Supporting materials are inadequate.

\*A, B, and C also carry the option of a **minus** grade. A minus grade indicates that in the professional judgment of the faculty, the presenter(s) met most of the criteria for the letter grade indicated; however one or two areas missed meeting the criteria for that letter grade.

\*\*B and C also carry the option of a **plus** grade. A plus grade indicates that in the professional judgment of the faculty, the presenter(s) met the criteria for the letter grade indicated; however, one or two areas exceeded the criteria for that letter grade.

## APPENDIX D

### **Impaired Behavior in the Clinical setting:**

In accordance with the Immaculata Universities Undergraduate handbook: Drug Policy (Controlled Substances) page 57, nursing students are representative of the university in clinical site/agencies. Nursing students require keen mental acuity and must refrain from any chemical substance which could impair their judgment. Nursing faculty in the clinical setting must recognize and be prepared to manage student impairment which results from drugs/alcohol.

Students whose healthcare provider has prescribed a medication or controlled substance which could impair clinical functioning must inform the Course Coordinator and the Coordinator of the Undergraduate Nursing Programs Coordinator. In addition, the student must provide a written statement from their healthcare provider indicating that the student is physically and mentally fit to provide care in the clinical setting. This notification is required for the protection of the health consumers/population and the students. All documentation will remain with the student health record and remain confidential.